



Receiving School Checklist

**Rock Island Arsenal
School Liaison Services
Rock Island, Illinois
(309) 782-6515
RIA-SLO@ria.army.mil**

- Course Description Book
- School Profile
- Attendance and Tardy Records
- Report Cards
- Current Schedule
- Withdrawal Grades
- Transcript/Course History (with grading system)
- Class Rank
- Cumulative folder
- Testing information- Standardized Test Scores, End of Course Test Scores, Competency Test Scores
- Health Records including Shot Records
- Birth Certificate
- Social Security Number
- Activities Record such as co/extracurricular
- IEP/504 Gifted Records
- JROTC Records
- Guardianship/ custody papers
- Fees Owed
- Alternative Schools Record
- Letters of Recommendations (especially for senior students)
- If available, At-Risk or Action Plans for classroom modifications
- If available, Portfolios
- If available, Accelerated Reader Points
- If available, Service Learning Hours
- Proof of Residency/Military Orders